

2003 D-4 Employee Withholding
Allowance Certificate



Your first name M.I. Last name

Home address (number and street) Apartment number

Social security number

City State Zip

1 Tax filing status Fill in only one: ☐ Single ☐ Married filing jointly ☐ Married filing separately ☐ Head of household

2 Total number of withholding allowances from worksheet below

3 Additional amount, if any, you want withheld from each paycheck \$

4 If you are claiming exemption from withholding for 2003, read below and write "EXEMPT" in this box.

I am exempt because: last year I did not owe any D.C. income tax and had a right to a full refund of all income tax withheld from me; and this year I do not expect to owe any D.C. income tax and expect a full refund of all income tax withheld from me; and I qualify for exempt status on federal Form W-4.

If claiming exemption, are you a full-time student? ☐ Yes ☐ No

Signature Under penalties of law, I declare that I have examined this return and to the best of my knowledge it is correct.

Employee's signature Date

Employer Keep this certificate with your records. If 10 or more exemptions are claimed or if you suspect this certificate contains false information please send a copy to: Office of Tax and Revenue, 941 N. Capitol St., N.E., Washington, D.C. 20022 Attn: Compliance Administration

✂ Detach and give top portion to your employer. Keep bottom portion for your records.

2003 D-4 Employee Withholding Allowance Worksheet

Section A Number of withholding allowances

a Enter 1 for yourself	a	<input type="text"/>
b Enter 1 if you are filing as a head of household	b	<input type="text"/>
c Enter 1 if you are 65 or over	c	<input type="text"/>
d Enter 1 if you are blind	d	<input type="text"/>
e Enter number of dependents	e	<input type="text"/>
f Enter 1 for your spouse if filing jointly	f	<input type="text"/>
g Enter 1 if married filing jointly and your spouse is 65 or over	g	<input type="text"/>
h Enter 1 if married filing jointly and your spouse is blind	h	<input type="text"/>
i Number of allowances Add lines a through h and enter on line 2. Or, if you would like to claim additional allowances, complete section B below.	i	<input type="text"/>

Section B Additional withholding allowances

j Enter estimate of your 2003 itemized deductions	j	<input type="text"/>
k Enter 1,000 if married filing separately; all others enter 2,000	k	<input type="text"/>
l Subtract k from j	l	<input type="text"/>
m Multiply 1,370 by number of allowances on line i	m	<input type="text"/>
n Divide l by m. Round to the nearest whole number.	n	<input type="text"/>
o Add lines n and i and enter on line 2	o	<input type="text"/>

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Who must file a Form D-4?

Every new employee who resides in D.C. and who is required to have taxes withheld, must fill out Form D-4 and file it with his/her employer. If you are not liable for D.C. taxes because you are a nonresident you must file Form D-4A (Certificate of Nonresidence in D.C.).

When should you file?

File Form D-4 whenever you start new employment. Once filed with your employer, it will remain in effect until you file an amended certificate. You may file a new withholding allowance certificate any time if the number of withholding allowances you are entitled to increases. But you must file a new certificate within 10 days if the number of withholding allowances you claimed decreases.

How many withholding allowances should you claim?

Use the worksheet on the front to figure the number of withholding allowances you should claim. If you would like less money withheld from your paycheck, you may claim additional allowances by completing Section B of the worksheet, lines j through o. However, if you claim more allowances, you may be more likely to owe taxes at the end of the year.

Should I deduct an additional amount from my paycheck?

In some instances, even if you claim zero withholding allowances, you may not have enough tax withheld. You may, upon agreement with your employer, have more tax withheld by entering on line 3 a dollar amount of your choosing.

What to file

After completing Form D-4, detach the top portion and file it with your employer. Keep the bottom portion for your records.